

CHANGE CONTROL GUIDELINES:

The intent of these guidelines is to reduce the number of project scope changes that occur after project approval.

DISTRICT CHANGE CONTROL TEAM:

Chaired by Single Focal Point

- Establish District Change Control Implementation Plan by September 1, 2000 and monitor progress.
- Document, review, monitor, and report all project scope changes after PA&ED.
- Establish lessons-learned process.
- Monitor and report use of Project Development Teams.
- Establish staffing needs to accomplish the transition.
- Establish District/Service Center outreach plan to explain process change.
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- Report results of lessons learned to Headquarters Project Management.
- Establish outcome related internal performance measures.

PROGRAM MANAGER, PROJECT MANAGEMENT

- Update Project Management Procedures to reflect revised WBS.
- Review and approve District Implementation Plans.

PROGRAM MANAGERS, DESIGN, R/W and ENVIRONMENTAL

- Update Project Development Procedures to reflect revised process.
- Exceptions to the use of PSR-PDS for all projects requiring an environmental document (non-CE) require approval of the Design Coordinator.
- Establish departmental performance measures for change control.

DESIGN COORDINATORS

- Approve exceptions to PSR-PDS for non-CE projects.
- Provide training to each District/Region/Service Center.

RECOMMENDED CHANGE CONTROL TEAM

Chair: Single Focal Point
Internal Team Members

- Design
- Right of Way
- Environmental

- Traffic Operations
- Planning
- Maintenance
- Engineering Service Center

External Team Members:

- Design Coordinator
- Project Management Coordinator

SCOPE CHANGE

Changes to a project which requires any of the following:

- Change in environmental impacts or require further study of impacts.
- Change in right of way requirements.
- Change in geometric standards.
- Change in meeting purpose and need of project.
- Cost changes in excess of 20% of escalated-programmed cost.
- Changes in permit requirements.

“LOCK IN”

- No scope changes as defined above.

PCR PROCESS

- The Project Change Request (PCR) process is not being modified by this memorandum.

REASONS FOR CHANGE CONTROL

- Enhances ability to honor delivery commitments.
- Lowers risk (cost estimates, delivery schedules, quality impacts).
- Establishes base for performance measures.
- Enhances ability to reduce rework and monitor impacts of rework.
- Provides clear direction for Project Development process.
- Allows more accurate workload estimating.

(C:\Work Folders\Misc memos & ltrs\Change Control 7-00 attach.doc)